

ODESSA POLICE DEPARTMENT  
RECORDS DEPARTMENT  
205 N GRANT AVE ODESSA TX 79761  
DEPT. 432-335-3306 FAX 432-335-4966

The City of Odessa and the Odessa Police Department has implemented a new procedure for Open Records Request.

All requests need to go thru the GovQA system which can be accessed thru the City of Odessa website.

1. [www.odessa-tx.gov](http://www.odessa-tx.gov)
2. HOW DO I... tab
3. Request Public Information

This will take you to the Public Information Request Center. Please click on the Police Records Request link.

Requestors are required to create an account with an email address and a password.

If you do not have the case number, please call the Records Department at **432-335-3306**, Monday thru Friday 8 a.m. to 5 p.m. It is extremely helpful and beneficial for the processing of the request to have the case number instead of just a date, time and location.

If a case number is not available, please be sure to put the Involved Party's date of birth by their name.

In regard to either your faxed or emailed request, please utilize the above steps to submit your Open Records Request to the Odessa Police Department.

Thank you!